

SECRET

DISPATCH NO. WAGH/B - 00291 ✓

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RYBAT

DATE: 26 July 56

25X1A

TO :

FROM :

SUBJECT: General - Administrative

Specific - Duties and Responsibilities of the Executive
Officer of [REDACTED]

25X1A

1. Due to the somewhat unusual organizational structure of [REDACTED] I think it best that I express my thoughts on the basic duties and responsibilities which I had in mind when the position of Executive Officer for your Detachment was created. As you know, the incumbent of this position is the senior KUBARK officer on your staff, and as such it is expected that he will be able to bring to your staff certain knowledge of KUBARK procedures, organization and policies, which will assist you in discharging your responsibilities as the Commanding Officer of [REDACTED]

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2. I believe that the following duties and responsibilities may be considered inherent in the position of Executive Officer, [REDACTED]

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a. Implements policies and orders of [REDACTED] Commanding Officer and assures compliance therewith.

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b. Maintains liaison with KUBARK field station and/or base. Coordinates necessary contact of other [REDACTED] personnel with such KUBARK field installations. Maintains appropriate records pertaining thereto.

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c. Maintains liaison with Host Government agencies. Coordinates necessary contact of other [REDACTED] personnel with Host Government agencies. Maintains appropriate records pertaining thereto.

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d. Advises [REDACTED] Commanding Officer of KUBARK policies, regulations, organizational structure, and support (Operational and Support) capabilities. Assists [REDACTED] Commanding Officer with policy and procedural decisions affected by KUBARK regulations, notices and policies.

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e. Acts as Office of Record for [REDACTED] (Operational and Support plans, orders, release cables, etc.).

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f. Coordinates Support activities (Administrative and Materiel) with Operational planning.

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g. Reviews [REDACTED] organization and procedures and advises [REDACTED] Commanding Officer on proposed changes thereto.

h. Performs such other duties as [REDACTED] Commanding Officer may direct.

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3. The above thoughts are not intended to be applied to the letter, but rather should serve as a means for your guidance in instructing your Executive Officer in his duties. Should you have any comments on the proposed duties as outlined, I would appreciate hearing from you.

SIGNED

RICHARD M. BISSELL, JR.

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RBW/ht/2 c July 56

SIGNED

RICHARD M. BISSELL, JR.
(Releasing)

25X1A
SIGNED

(Originating)

RYBAT

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